



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	CARPENTER (2)
Posting Number	PN# 110371
Department	Building Services Department
Division	Property Management
Section	N/A
Reporting Location	3026 Berry Road*
Workdays & Hours	Various*

* Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Coordinates and performs general carpentry activities such as design, construction, installation, repair, and renovation of furnishings, cabinetry, doors, windows, walls, ceilings, vents, flooring, building additions, panels, panel, glass, etc. using a variety machines and tools. Maintains a clean and safe work environment. Coordinates and performs general locksmith activities such as the repair, installation/replacement, and re-keying of various types and manufactures of locking systems and associated hardware.

WORKING CONDITIONS

Performing these duties will involve expending physical energy for long periods; visually observing and differentiating details; operating city vehicles; walking long distances and standing for extended periods; climbing ladders and stairs; speaking and writing effectively; performing a complex set of activities; adjusting to interruptions and changes; adjusting to repetitive activities; working in adverse weather conditions and exposure to working at different sites; dealing with people in tense situations and lifting up to eighty (80) pounds; and working as a member of the team. May work all weekends and holidays as needed.

MINIMUM EDUCATIONAL REQUIREMENTS

Completion of specialized or vocational training of up to 18 months beyond the high school level, that leads to proficiency in a skilled craft.

MINIMUM EXPERIENCE REQUIREMENTS

Two (2) years of work experience in carpentry are required.

MINIMUM LICENSE REQUIREMENTS

Valid Texas driver’s license and compliance with the City of Houston’s policy on driving (AP 2-2).

PREFERENCES

Good knowledge of carpentry materials, work methods and competence in the operation or related mechanical or electronic equipment. Ability to read blueprints and drawings and to plan and lay out work projects as they relate to construction, installation, and repair of facilities. Experience with cabinets, formica, wall framing and construction are preferred. Additional consideration will be given to those applicants that have locksmith experience. The experience should include the installation, repair, and re-keying of various types of lock systems and associated hardware including but not limited to Schlage, Corbin, Best, Sargent. Master, and other commercial grade lock systems.

SELECTION/SKILLS TESTS REQUIRED None

SAFETY IMPACT POSITION ☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 14
\$861 - \$, 1559 Biweekly \$22,386- \$40,534 Annually

OPENING DATE May 10, 2006

CLOSING DATE May 16, 2006

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 247-1957. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. The Human Resources Department Telephone Device for the Deaf (TDD) Phone Number is (713) 837-9496.**

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